

THOMAS J. VILSACK
GOVERNOR

SALLY J. PEDERSON
LT. GOVERNOR

IOWA BOARD OF DENTAL EXAMINERS
CONSTANCE L. PRICE, EXECUTIVE DIRECTOR

INSTRUCTIONS FOR COMPLETING APPLICATION FOR IOWA DENTAL HYGIENE LICENSE

Enclosed is an application for an Iowa dental hygiene license. When completing this application, please be advised of the following.

- For specific license requirements, please refer to the Board's rules at Iowa Administrative Code 650—Chapter 11.
- Dental hygienists may administer local anesthesia in Iowa only if the hygienist has applied and received a separate permit from the Iowa Board of Dental Examiners. Applications for the local anesthesia permit are available on the Board website.
- All or part of the information provided on the application form may be considered a public record under Iowa Code chapter 22 and Iowa Administrative Code 650—Chapter 6. Information on misconduct, criminal history, and examination results is not subject to disclosure.
- Applications are issued administratively following review of a completed application and all required credentials, unless the application warrants referral to the Dental Hygiene Committee, the full Board, or unless a personal appearance is required.
- The application fee is non-refundable.
- Applications are valid for only six months from the date of receipt. If a license has not been issued within six months, a new application will have to be submitted.
- **Failure to answer all questions completely or accurately, and/or omission or falsification of material facts may be cause for denial of your application or disciplinary action if you are subsequently licensed by the Board.**

To assist you in completing the application, please utilize the following checklist and be sure that you have responded to each item.

- ☐ Type or legibly print the application.
- ☐ Complete each question on the application. If not applicable, answer N/A.
- ☐ At the top of page 1 of the application, check **licensure by examination** if you 1) are a recent graduate of an accredited dental hygiene school; and 2) have taken and successfully completed the Central Regional Dental Testing Service Examination (CRDTS) within five years of application, or the Western Regional Examining Board, Inc. (WREB) examination after January 1, 2001.
- ☐ At the top of page 1 of the application, check **licensure by credentials** if you 1) successfully completed an examination for licensure five or more years ago OR took an exam other than CRDTS or WREB; and 2) have been licensed and practicing dental hygiene for a minimum period of three years. To be eligible for licensure by credentials, you must be a graduate of an accredited dental hygiene school and have a minimum of three years of active practice.
- ☐ Attach a practice reference for each practice location in the last three years. Attach at least one practice reference per location. If you are a new graduate, skip this step.

- ☐ For each “Yes” answer to questions 1 through 18 in section 8, you must provide a separate, signed statement giving full details, including date(s), location(s), action(s), organization(s) or parties involved, and specific reason(s).
- ☐ Attach a photograph to the application that is suitable for positive identification.
- ☐ The application must be notarized.
- ☐ Include the original or a notarized copy of your National Board card reflecting your scores.
- ☐ Applicants for licensure by examination: Include a copy of your scores from the CRDTS examination, or the WREB if taken after Jan. 1, 2001. If you have taken a clinical examination more than once, you must submit scores from each examination.
- ☐ Take and successfully complete the Iowa Jurisprudence Examination, which is based on information contained in Iowa Code chapters 147, 153, 272C, and all chapters of 650 Iowa Administrative Code. To study for the exam, on the Board website at www.state.ia.us/dentalboard visit the link under Rules and view the Code of Iowa and Board rules. To take the examination, submit your license application first and then make arrangements directly with one of the Iowa community college testing sites. You will need to bring photo identification and a copy of a letter from the Board reflecting that you are eligible to sit for the examination. A proctor fee will be paid directly to the community college testing site.
- ☐ Enclose a notarized copy of your diploma from dental hygiene school.
- ☐ Complete and enclose the form “Authorization for Release of Personal Information.”
- ☐ Forward the form “Certificate of Dental Hygiene Education” to your dental hygiene school and request the completed form be submitted directly to the Board office.
- ☐ Include a notarized copy of your marriage certificate or divorce decree if the name on your application is different than the name on your diploma or other documents.
- ☐ Submit an official, identified set of fingerprints (called applicant card) with your application. Official fingerprints can be obtained by contacting your local county sheriff or police office. Request fingerprints only, not a criminal history check.
- ☐ Include evidence of possessing a valid, current certificate in a nationally recognized course in cardiopulmonary resuscitation (such as a photocopy of your current CPR card).
- ☐ Request a license certification from each state in which you have ever been licensed. Mail the enclosed form to each state and request that the certification be forwarded directly to the Board office. Please note that some states require a fee to process the enclosed form. (New graduates are exempt.)
- ☐ Submit a letter to the Board stating: a) the reason why you want to be licensed in Iowa; and b) your practice plans. Please be specific as to your location, dental associates and the type of practice.
- ☐ Licensure by examination applicants: Enclose the non-refundable application fee of \$50, made payable to Iowa Board of Dental Examiners.
- ☐ Licensure by credentials applicants: Enclose the non-refundable application fee of \$100, made payable to Iowa Board of Dental Examiners.

APPLICATION FOR IOWA DENTAL HYGIENE LICENSE

IOWA BOARD OF DENTAL EXAMINERS
400 S.W. 8th Street, Suite D, Des Moines, Iowa 50309-4687
Ph. (515) 281-5157 <http://www.state.ia.us/dentalboard>



Please read the accompanying instructions prior to completing this application.

Application by: _____ Examination _____ Credentials _____

1. IDENTIFYING INFORMATION

Full Legal Name: (Last, First, Middle, Suffix)			
Other Names Used: (e.g. Maiden)			
Home Address:			Telephone:
City:	County:	State:	Zip:
Work Address:			Telephone:
City:	County:	State:	Zip:
Home Fax:	Home E-mail:	Work Fax:	Work E-mail:
Social Security Number:		Privacy Act Notice: Disclosure of your social security number on this license application is required by 42 U.S.C. section 666(a)(13) and Iowa Code section 252J.8(1). The number will be used in connection with the collection of child support obligations and as an internal means to accurately identify licensees.	
Height:	Weight:	Hair Color:	Eye Color:
Identifying Marks:		U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, Visa Type or Alien Registration Number:
Date of Birth:	City of Birth:	State of Birth:	Country of Birth:
Father's Full Name:		Mother's Full Name:	
Full Name & Address of Nearest Relative Not Living With You:			

2. BASIS FOR APPLICATION

EXAMINATION	PASS	DATE(S):
National Board Examination (Attach original or a notarized copy of National Board card reflecting scores.)	<input type="checkbox"/> Passed	
Central Regional Dental Testing Service (CRDTS) (Attach scores from each examination attempt.)	<input type="checkbox"/> Passed	
Western Regional Examining Board (WREB) If taken after 01/01/01 (Attach scores from each examination attempt.)	<input type="checkbox"/> Passed	
Iowa Jurisprudence Examination (Required by every applicant.)	<input type="checkbox"/> Passed	
Other National, Regional, or State Licensure Examinations (List all other examinations taken. Include the date and scores.) _____	<input type="checkbox"/> Passed	

Office Use	Lic. #	Diploma	Fee	Cert. Ed
	Book# pg.	Nat'l Bd	Cert. Lic	Ref
	Date issued	Date approved	CRDTS	Juris
	Marriage Cert.	CPR	Fingerprints	

Name of Applicant _____

3. PRELIMINARY EDUCATION

Name of High School:	City, State:	From (Mo, Yr):	To (Mo, Yr):
Name of College:	City, State:	From (Mo, Yr):	To (Mo, Yr):
Name of College:	City, State:	From (Mo, Yr):	To (Mo, Yr):

4. DENTAL HYGIENE EDUCATION

Institution	City, State, Country	From (Mo, Yr):	To (Mo, Yr):
Year (1)			
Year (2)			
Year (3)			
Year (4)			
Degree Received:	Date of Degree:		

5. POST-GRADUATE DENTAL HYGIENE TRAINING

Institution:	Specialty:	From (Mo, Yr):	To (Mo, Yr):
Address:	City:	State/Province:	

6. CHRONOLOGY OF ACTIVITIES

Provide a chronological listing of all dental hygiene and non-dental hygiene activities from the date of your graduation from dental hygiene school to the present date, with no more than a three (3) month gap in time. Include months, years, location (city & state), and type of practice. Attach additional sheets of paper, if necessary, labeled with your name and signed by you. Attach a practice reference for each practice location in the last three (3) years.

Activity & Location	From (Mo, Yr):	To (Mo, Yr):

7. LICENSE INFORMATION

List all state/countries in which you are or have ever been licensed.				
State/Country	License No.	Date Issued	License Type (e.g. Resident, Faculty, Permanent)	How Obtained (e.g. Credentials, Exam)

DEFINITIONS FOR SECTION 8.**Important! Read these definitions before completing the following questions.****“Ability to practice dental hygiene with reasonable skill and safety”** means ALL of the following:

1. The cognitive capacity to make reasoned clinical judgments, and to learn and keep abreast of clinical developments;
2. The ability to communicate clinical judgments and information to patients and other health care providers; and
3. The capability to perform clinical tasks such as dental hygiene examinations and dental hygiene procedures.

“Medical condition” means any physiological, mental, or psychological condition, impairment, or disorder, including drug addiction and alcoholism.**“Chemical substances”** means alcohol, legal and illegal drugs, or medications, including those taken pursuant to a valid prescription for legitimate medical purposes and in accordance with the prescriber’s direction, as well as those used illegally.**“Currently”** does not mean on the day of, or even in weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of chemical substances or medical conditions may have an ongoing impact on the ability to function and practice, or has adversely affected the ability to function and practice within the past two (2) years.**“Improper use of drugs or other chemical substances”** means ANY of the following:

1. The use of any controlled drug, legend drug, or other chemical substance for any purpose other than as directed by a licensed health care practitioner; and
2. The use of any substance, including but not limited to, petroleum products, adhesive products, nitrous oxide, and other chemical substances for mood enhancement.

“Illegal use of drugs or other chemical substances” means the manufacture, possession, distribution, or use of any drug or chemical substance prohibited by law.

SECTION 8. In answering each of the following questions, please check the appropriate box next to each question. **FOR EACH “YES” ANSWER TO QUESTIONS 1 THROUGH 18, YOU MUST PROVIDE A SEPARATE, SIGNED STATEMENT GIVING FULL DETAILS, INCLUDING DATE(S), LOCATION(S), ACTION(S), ORGANIZATION(S) OR PARTIES INVOLVED, AND SPECIFIC REASON(S).**

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Do you currently have a medical condition that in any way impairs or limits your ability to practice dental hygiene with reasonable skill and safety? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Are you currently engaged in the illegal or improper use of drugs or other chemical substances? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Do you currently use alcohol, drugs, or other chemical substances that would in any way impair or limit your ability to practice dental hygiene with reasonable skill and safety? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. If YES to any of the above, are you receiving ongoing treatment or participation in a monitoring program that reduces or eliminates the limitations or impairments caused by either your medical condition or use of alcohol, drugs, or other chemical substances? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. If YES to any of the above, does your field of practice, the setting, or the manner in which you have been chosen to practice dental hygiene, reduce or eliminate the limitations or impairments caused by either your medical condition or use of alcohol, drugs, or other chemical substances? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Have you ever been charged, convicted, found guilty of, or entered a plea of guilty or no contest to a felony or misdemeanor crime (other than minor traffic violations with fines under \$100)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Have you ever been terminated or requested to withdraw from any dental hygiene school or training program? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Have you ever been requested to repeat a portion of any professional training program/school? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Have you ever received a warning, reprimand, or been placed on probation during a professional training program/school? |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Have you ever been denied a license to practice dental hygiene? |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Have you ever voluntarily surrendered a license issued to you by any professional licensing agency? |
| <input type="checkbox"/> | <input type="checkbox"/> | 11a. If yes, was a license disciplinary action pending against you, or were you under investigation by a licensing agency at that time the voluntary surrender of license was tendered? |

YES NO

- ☐ ☐ 12. Aside from ordinary initial requirements of proctorship, have your clinical activities ever been limited, suspended, revoked, not renewed, voluntarily relinquished, or subject to other disciplinary or probationary conditions?
- ☐ ☐ 13. Are any professional liability or malpractice claims or complaints in process/pending against you?
- ☐ ☐ 14. Have any settlement agreements been rendered or any judgments entered against you resulting from your practice of dental hygiene?
- ☐ ☐ 15. Are charges or an investigation currently pending relative to your dental hygiene license in any other state?
- ☐ ☐ 16. Has any jurisdiction of the United States or other nation ever limited, restricted, warned, censured, placed on probation, suspended, or revoked a license you held?
- ☐ ☐ 17. Have you ever been notified of any charges filed against you by a licensing or disciplinary agency of any jurisdiction of the U.S. or other nation?
- ☐ ☐ 18. Have any judgments or settlements been paid on your behalf as a result of a professional liability case(s)?
- ☐ ☐ 19. Do you understand that if a license is granted by this board, it will be based in part on the truth of the statements contained herein, which, if false, may subject you to criminal prosecution and revocation of the license?

9. AFFIDAVIT OF APPLICANT

STATE OF _____ COUNTY OF _____

I, _____, hereby declare under penalty of perjury that I am the person described and identified in this application and that the attached photograph is a true likeness of myself. I also declare that I am the lawful holder of the enclosed diploma, which was procured in the regular course of instruction and examination without fraud or misrepresentation.

I further state that I have read the statutes and rules pertaining to the practice of dental hygiene as prescribed in Iowa Code chapters 147, 153, and 272C and 650 Iowa Administrative Code. If a license to practice dental hygiene is issued to me, I understand that if I violate any laws or rules, my license may be revoked as provided by law.

I declare, under penalty of perjury, that my answers and all statements made by me on this application and accompanying attachments are true and correct. Should I furnish any false information, or have substantial omission, I hereby agree that such act shall constitute cause for denial, suspension, or revocation of my license. I also declare under penalty of perjury that if I did not personally complete the foregoing application that I have fully read and confirmed each question and accompanying answer, and take full responsibility for all answers contained in this application.

I hereby agree to abide by the laws and rules pertaining to the practice of dental hygiene in the state of Iowa.

Signature of Applicant _____

Sworn to before me this _____ day of _____, _____

Signature of Notary Public _____

**ATTACH
CURRENT
PHOTOGRAPH
HERE**

NOTARY SEAL

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I _____ do hereby authorize a full disclosure of all records concerning myself to any duly authorized agent of the Iowa Board of Dental Examiners, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of state, territorial, or national dental licensing agencies or boards, educational institutions, medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veterans Administration, employment and pre-employment records including background reports, efficiency ratings, complaints or grievances filed by or against me and records of any actions either criminal or civil, in which I presently have, or have had involvement, including arrest, criminal history, and motor vehicle driving records. This release also includes information concerning hospital staff membership or privileges, residency records as well as records of hospitals, clinics, private dental offices, attorneys and insurance companies regarding professional liability or malpractice claims and/or lawsuits.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this authorization for release will be considered in determining my suitability for a license to practice in the State of Iowa. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the Iowa Board of Dental Examiners from any and all liability, which may be incurred as a result of collecting such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

This authorization for release is non-expiring and shall continue in force and effect indefinitely.

I have read and fully understand the contents of the "Authorization for Release of Personal Information."

Signature of Applicant

Date

Signature of Witness

Date

CERTIFICATION OF EDUCATION

As part of the license application process, the Iowa Board of Dental Examiners requires that the school at which the applicant received her/his dental or dental hygiene education complete this form. The completed form must be mailed directly from the school to the **IOWA BOARD OF DENTAL EXAMINERS**. Any processing fees are the applicant's responsibility. The applicant's signature authorizes release of information, favorable or otherwise, directly to the Board.

Print Name _____ **SS#** _____

Signature _____ **Date** _____

This portion of the form should be completed by the school.

IT IS HEREBY CERTIFIED THAT _____
(Name of Applicant)

RECEIVED DENTAL/DENTAL HYGIENE EDUCATION AT _____
(Circle One) (Name of School)

LOCATED AT _____
(Full Address of School)

FROM _____ **To** _____
(Month/Year) (Month/Year)

GRANTED A DIPLOMA WITH THE DEGREE OF _____

DATE DIPLOMA RECEIVED _____
(Month/Year)

Was the school accredited by the Commission on Dental Accreditation of the American Dental Association at the time the applicant graduated? Yes _____ **No** _____

President, Dean, Secretary, or Registrar:

Print Name _____ **Title** _____

Signature _____ **Date** _____

Phone # _____ **Fax #** _____

SCHOOL SEAL

Return Completed Form to:
IOWA BOARD OF DENTAL EXAMINERS
400 S.W. 8th St, Suite D
Des Moines, IA 50309-4687
Phone (515) 281-5157

CERTIFICATION OF LICENSURE

As part of the license application process, the Iowa Board of Dental Examiners requires that this form be completed by every board that has ever issued any license to the applicant, even if the license is not current. The completed form must be mailed directly from the state licensing board to the **IOWA BOARD OF DENTAL EXAMINERS**. Any processing fees are the applicant's responsibility. The applicant's signature authorizes release of information, favorable or otherwise, directly to the Board.

Print Name _____ **License #** _____

Signature _____ **Date** _____

This portion of the form should be completed by the state licensing board.

IT IS HEREBY CERTIFIED THAT _____
(Name of Applicant)

WAS GRANTED LICENSE NUMBER _____ **DATE ISSUED** _____

TO PRACTICE _____ **IN THE STATE OF** _____

DATE LICENSE EXPIRES _____ **LICENSE STATUS** _____

BASIS FOR LICENSURE:

- ☐ **NATIONAL BOARD EXAM**
☐ **ENDORSEMENT/RECIPROCITY**
☐ **STATE BOARD PREPARED WRITTEN AND/OR PRACTICAL EXAM**
☐ **REGIONAL CLINICAL EXAM, NAME OF TESTING AGENCY** _____

☐ **Scores are recorded as follows:**

SUBJECT	PERCENT	SUBJECT	PERCENT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

☐ Scores are no longer available, however, I certify that it is apparent the applicant received a score sufficient to meet the licensure requirements of this state at that time; and these requirements were substantially equivalent to the requirements for licensure in Iowa.

☐ **YES** ☐ **No** **Disciplinary action ever been initiated, pending, or taken?**

Print Name _____ **Title** _____

Signature _____ **Date** _____

Phone # _____ **Fax #** _____

Return completed form to: IOWA BOARD OF DENTAL EXAMINERS
400 S.W. 8th St, Suite D
Des Moines, IA 50309-4687
Phone (515) 281-5157

STATE OR BOARD SEAL